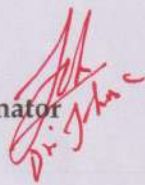


IES COLLEGE OF ENGINEERING

MINUTES OF THE IQAC MEETING HELD ON 07.10.2023 AT 2.30 pm AT PRINCIPAL'S CABIN

Sl. No	Agenda	Outcome of Discussion	Responsibility
1	Review of previous minutes of meeting	Almost all works done as per the responsibility	Dr John Chembukkavu, HOD/EEE
2	Academic calendar Programs Review	All activities of the department hereafter planned as per academic calendar.	All HoDs
3	Internships and Value added courses	All the final year student needed to take up internships in good company so that placement can be easily achieved or they should undergo value added courses.	All HoDs
4	Academic Result Improvement strategy	HoDs can plan remedial class and schedule the core subjects in which more students failed. Afternoon session can be utilized for special coaching for weak students	All HoDs
5	Analysis of feedback from stake holders	All departments should take feedback from parents in the PTA meeting in order to improve the academic level and infrastructure facilities.	All HoDs
6	Job oriented & English Speaking courses for Students	All departments should ensure that faculty and students are speaking English language and placement oriented courses to be planned to the students through placement Dept	Placement Officer
7	Funding Proposals	All depts needs to plan activities which will fund for the projects and improve the startups and technical skills.	All HoDs
8	Other Matters	Field Visit ,Staff Day and Staff tour can be arranged in order to improve among each other for cooperating in the college activities and to improve technical knowledge.	PRINCIPAL

IQAC Coordinator



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ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 07.10.2023 AT 2.30pm
VENUE : PRINCIPAL'S CABIN

ITEM NO	Action Taken
Review of previous minutes of meeting	All the scheduled activities are done
Academic calendar Programs Review	HoDs are directed to give program planning in the current semester
Internships and Value added courses	All the departments submitted the plan for interns and value added course.
Academic Result Improvement strategy	All depts planned for the remedial class afternoon especially for weak students.
Analysis of feedback from stake holders	.A feedback form consisting of questions will be circulated in all meetings with stakeholders.
Job oriented & English Speaking courses for Students	Placement Officer will be arranging special class for improving the English Language skills of the students
Funding Proposals	Funded activities will be done under the guidance of Dept HoDs.
Other Matters	Field visits, FDPs and other activities to improve faculty skill level can be scheduled by HoDs

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MINUTES OF THE IQAC MEETING HELD ON 04.01.2024 AT 2.00 pm AT PRINCIPAL'S CABIN

Members present:

- | | | |
|--------------------------|---|----------------|
| 1. Mr.Syed Mohammed | - | Secretary |
| 2. Dr.S Brilly Sangeetha | - | Principal |
| 3. Dr.Lince Mathew | - | Vice Principal |
| 4. Dr. G Kiruthiga | - | HoD CSE |
| 5. Dr.John Chembukkavu | - | HoD EEE |
| 6. Dr.Benham | - | HoD ME |
| 7. Dr.Mahadevan | - | HoD CE |
| 8. Ms.Rachana M K | - | HoD ECE |
| 9. Ms.Padmapriya V K | - | HoD S &H |

Sl. No	Agenda	Outcome of Discussion	Responsibility
1	Review of previous minutes of meeting	Almost all works done as per the responsibility	Dr John Chembukkavu, HOD/EEE
2	Semester Academic Plan	All activities of the department hereafter planned as per academic calendar. The lab manuals, course files also to be ready for Audit at the beginning of the semester	All HoDs
3	Subject Allocation and Time table for even semester	The subject allocation of even semester and timetable to be finalized.	Time table in charge
4	Industrial visits Guidelines and Plan	HoDs can plan IV and schedule the core company in which student can gain more knowledge. The IV should be according the laws governed by the University and all guidelines should be followed.	All HoDs
5	Motivational Talks for students	All departments should plan motivational talks in respective branch area in order to improve the academic level interest and to get more guidance for the future.	All HoDs

6	Analysis of feedback from college council	College council meeting should be planned and proper feedback to be collected	Secretary of college council
7	IEDC plans and workshops	IEDC cell needs to plan activities which will fund for the projects and improve the startups and technical skills.	IEDC Coordinator
8	Student Internships/Projects/Placement	The Internships/ projects should be planned such a way in order to get placement	All HoDs and Placement Officer
9	Other Matters	Field Visit, Staff Day and Staff tour can be arranged in order to improve among each other for cooperating in the college activities and to improve technical knowledge.	PRINCIPAL

IQAC Coordinator



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ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 04.01.2024 AT 2.00pm
VENUE : PRINCIPAL'S CABIN

Members present:

- | | | |
|--------------------------|---|----------------|
| 1. Mr.Syed Mohammed | - | Secretary |
| 2. Dr.S Brilly Sangeetha | - | Principal |
| 3. Dr.Lince Mathew | - | Vice Principal |
| 4. Dr. G Kiruthiga | - | HoD CSE |
| 5. Dr.John Chembukkavu | - | HoD EEE |
| 6. Dr.Benham A | - | HoD ME |
| 7. Dr.Mahadevan | - | HoD CE |
| 8. Ms.Rachana M K | - | HoD ECE |
| 9. Ms.Padmapriya V K | - | HoD S &H |

ITEM NO	Action Taken
Review of previous minutes of meeting	All the scheduled activities are done
Semester Academic Plan	HoDs are directed to give program planning in the current semester
Subject Allocation and Time table for even semester	The subject allocation of even semester to be done by timetable in charge.
Industrial visits Guidelines and Plan	HoDs can plan IV and schedule.
Motivational Talks for students	All departments HoDs informed to arrange
Analysis of feedback from college council	College council meeting should be planned by secretary at the beginning of semester and proper feedback to be collected.
IEDC plans and workshops	Funded activities will be done under the guidance of Dept HoDs.
Student Internships/Projects/Placement	Placement officer and Hods informed to implement.
Other Matters	Field Visit, Staff Day and Staff tour will be arranged.

IQAC Coordinator



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